Cabinet Meeting Minutes
Tuesday, October 4th, 2011
1:20-2:20pm

Type of Meeting: Cabinet Meeting
Location of Meeting: SAC

I. Call to order

II. Roll call
   Advisor Solis
   Advisor Johnson
   President Trinh
   Vice President Monroy
   Secretary Belk
   Treasurer Jaramillo
   Peer Ambassador Esqueda
   Peer Ambassador Kimbrough
   ICC Rep. Wakefield
   Public Relation Liaison Aquino
   Outreach Liaison Guevara
   Fundraising Liaison Lopez
   Mentoring Liaison Rey
   Community Service Liaison Verduzco
   Historian Garcia
   Historian Nguyen

Absence Report:
Outreach Liaison Guevara

Quorum was established: Yes
Minutes approved by: No minutes established for last meeting

III. Old business
   a) Charter Packet
   b) Sport Day Potluck
   c) Contact Sheet
   d) Club Calendars (Unfinished)
   e) Committee needs to be established
   f) Community Service
   g) Project Planning Checklist need to be completed and turn into the Advisors
   h) Committee Reports

IV. New business
   a) Form of Communication and Announcement
      1. We have our email and face-book page so we need to start using them to make announcement
      2. Our historian need to be updating the Puente Club Board
      3. President Trinh will start assigning persons to check Facebook and email
   b) Transfer Made Easy Conference
      1. Thursday October 6th, 2011 at the SAC
      2. Cabinet members signed up to help set up and to be shadows for speaker they must show up at 9:00 am
      3. Stars 9:30am-2:00pm.
   c) Establishing Fundamental Committees
      1. Newsletter, Fundraising, and Community Service Committees
         These committee need to establish a committee and begin working on their project
         Newsletter committee needs to begin working and provide report by next Cabinet Meeting
2. Committee Chair need to send in reports of progress every week
3. Committees need to e-mail President Trinh letting him know what members are in their committee.
4. Reports are due NLT 9:00pm every Saturday
d) Club Calendars
   1. Activities need to be finalized and made into action
   2. Calendar must be established by next General Meeting (no exception)
   3. Public Relation Liaison Aquino will establish a Puente birthday calendar
e) Protocol for Posting Flyers
   1. Contact ASB before posting any flyers
f) Pictures of Activities
   1. Historians need to start working on videos using pictures of all activities
   2. Historians are responsible for keeping records of all pictures from all activities
   3. Historians need to constantly update website and Puente board with current pictures
g) Committee Report
   1. Social committee
      - Social committee is in the process of finishing a photographic scavenger hunt
      - Date of event will be the 29th of October
   2. Community service
      - Community service committee is still trying to find sites for the event.
      - They need additional help finding more areas
      - Date of event is 22nd October
h) I-pad fundraising Report
   1. In the process of selling tickets
   2. I-pad will be raffled on Thursday October 6th at the Transfer made easy conference
i) Financial Report
   1. $999.08
j) Hispanic Heritage Celebration
k) Cabinet Contract
V. Forums:
   Advisor Solis
   1. 26 students CSU Northridge campus tour
   Advisor Johnson
   1. Will be providing a Puente member contact sheet President Trinh
   Vice President Monroy
   Secretary Belk
   Treasurer Jaramillo
   Peer Ambassador Esqueda
   Peer Ambassador Kimbrough
   ICC Rep. Wakefield
   Public Relation Liaison Aquino
   Outreach Liaison Guevara
   Fundraising Liaison Lopez
   Mentoring Liaison Rey
   Community Service Liaison Verduzco
   Historian Garcia
   Historian Nguyen

VI. Financial Report:

Account Balance:

VII. Next Meeting:

VIII. Adjournment: meeting adjourned at 2:50 pm